

Summary of Substantive Changes (Statement of Purpose)

Program Improvement Plan (PIP)

DCFS policy and procedures have been revised to reflect recommendations necessary for the implementation of the agency's Program Improvement Plan (PIP). The key areas of implementation of the PIP pertain to assessment and the case planning process. As such, policy revisions have been made in the following areas: educational services to children in foster care; visitation for children in foster care, mental health services for foster children and foster parent recruitment and retention. A summary of changes follows.

- Procedure V-A1 – revised to state that the Family Services Worker will address the educational needs of the children in the home.
- Policy V-B – revised to note visitation is required in the home weekly during the first month the case is opened and at least once a month after the case has been opened longer than one month.
- Procedure V-B1 – revised policy to show that visits by SSA's or Supervisors will count as weekly visits after the case has been opened for 30 days.
- Procedure V-B1 – revised to note approval of supervisor for less than weekly visits.
- Policy VI-A, Procedure VI-A1 and VIA2 – revised to note requirements of parents to provide DCFS with a list of relatives to assist in placing the child in a suitable home.
- Policy VI-K, Procedure VI-K1 and VI-K2 – new policy and procedural section developed to address educational services to children in out-of-home placement.
- Policy VI-L and Procedure VI-L1 to VI-L12 – new policy and procedural section developed to clarify the roles and responsibilities of DCFS and Community Mental Health Centers in implementing a more effective, efficient and accessible mental health care system for foster children.
- Policy VI-M and Procedure VI-M1 to VI-M4 – new policy and procedural section developed to integrate requirements of ACT 1517 of 2001 that defines the Child and Adolescent Service System Program. Policy and procedures identifies roles and responsibilities of the Child Case Review Committee (CCRC) and addresses the referral process for out of state placements.
- Policy VII-A and Procedure VII-A1 to VII-A4 – overall, policy and procedure revised to update the agency's foster parent recruitment, training, approval and retention efforts. The title Foster Home Evaluator will serve to identify both contract and DCFS staff in terms of recruitment responsibilities.
 - Policy VII-A – added local background and driver records checks to requirements for approval of foster homes.
 - Procedure VII-A1 – clarifies the purpose of recruitment, who is responsible and when recruitment starts.
 - Notes use of the automatic Inquiry process for logging and documentation purposes.
 - Added section title to identify the In-Home Consultation Visit procedures.
 - Added section title to identify the Selection for Pre-Service Training procedures.
 - Procedure VII-A2 – added two procedural statements pertaining to CPR and First Aid training and submission of the TR-1.
 - Replaced "Evaluation" screen with "Training" screen for documenting foster parent training.
 - Procedure VII-A3 – revised procedures pertaining to requirement to complete a home study.
 - Added procedures to clarify process for approval and denial of a foster home.

- Added requirement to hold either a county or Area orientation session with foster parents.
- Revised procedure to clarify that the Placement Supervisor, County Supervisor or Area Manager is responsible for approving/opening a resource in CHRIS.
- Procedure VII-A4 – added requirements to complete the ITNA and the CFS-475.
- Procedure VII-A5 – Developed a new procedure to address denial of a foster home.
- Procedure VII-A6 – developed new procedure to address foster parent retention.
- Policy VII-C and Procedure VII-C1 - revised to note visitation in the home weekly during the first month the case is opened and once a month after the case has been opened longer than one month. Also notes the worker will maintain weekly contact with the child through school, parental visits, during transportation to medical appointments, court hearings or via telephone and document visitation in CHRIS.
- Procedure VII-C1 - added OCC to list of individuals receiving the CFS-310.
- Policy VII-D – revised to clarify 30-day trial placement visits.
- Procedure VII-D1 – revised to state that a licensed mental health provider attend staffings, if appropriate, when a foster parent requests a child be moved from their home.

Glossary – Revised definition of Order Less Than Custody by inserting the phrase “who has been subjected to severe maltreatment.” Also added definitions for outpatient emergency, psychiatric crisis, service, service plan, and stakeholder.

Appendix IX (Foster Home Approval Time Line) - Developed to show progression from referral to approval of a foster home.

Forms:

- CFS-349a (Request for Local Criminal Record Check of Adoptive Parents) – new form developed to request a local criminal record check of an adoptive parent.
- CFS-349b (Request for Local Criminal Record Check of Foster Parents) – new form developed to request a local criminal record check of a foster parent.
- CFS-445 (Family Foster Home Needs Assessment) – new form developed to assist in foster home recruitment by identifying specific types of foster home resources that are needed.
- CFS-446 (In Home Consultation Visit Report) – new form developed to capture information that will allow the Foster Home Evaluator to determine if a prospective foster parent applicant meets minimum requirements for approval as a foster parent.
- CFS-563 (Foster Parent/Adoptive Parent Recruitment Log) – new form developed for use as a tracking tool to document steps in development of a foster or adoptive home.

When a Foster Child Runs Away

Procedure (VII-D2) – New procedure that addresses actions to be followed in the event a foster child runs away from a foster home or a facility -

Arkansas State Vehicle Safety Program

CFS-593 (Arkansas State Vehicle Safety Program – Additional Requirements for DCFS Drivers) New form developed to certify that DCFS drivers understand the requirements of the vehicle safety program.

Your Child and Foster Care

PUB-11 (Your Child and Foster Care) – Revised to reflect language in the Adoption and Safe Families Act.